



## Human Resources

DATE POSTED: SEPTEMBER 22, 2006

REQ. # 06-261

NOTICE OF JOB OPENING  
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS  
EQUAL OPPORTUNITY EMPLOYER

2300 Virginia Avenue Fort Pierce, Fl. 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from 09-22-2006 TO 09-29-2006, but will remain open until filled.

DEPARTMENT/DIVISION
<b>PUBLIC SAFETY - 911</b>

POSITION AVAILABLE
<b>OPERATIONS COORDINATOR</b>

# OF OPENINGS
<b>1</b>

STARTING SALARY
<b>\$40,577.06/SALARY</b>

COMMENTS

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

**JOB CODE:**  
**PAY GRADE: 21**  
**SALARY: \$40,577.06 - \$64,079.18**  
**OPERATIONS COORDINATOR**

**MAJOR FUNCTION:** Highly specialized supervisory work in coordinating all activities and functions of the 911 Center. The Operations Coordinator operates under the Public Safety Director and is responsible for the complete operation of the 911 Center.

**KNOWLEDGE, ABILITIES, AND SKILLS NEEDED IN ORDER TO PERFORM THE ESSENTIAL JOB FUNCTIONS:**

**Knowledge:** Knowledge of geography of area, its road network and surrounding area. Knowledge of rules, regulations, and procedures for dispatching and controlling the work of motorized policemen and equipment. Knowledge of the methods and practices of operation radio transmitting equipment. Knowledge of criminal statutes, civil procedures, and code ordinances.

**Abilities and Skills:** Ability to react quickly and calmly in emergencies. Ability to establish and maintain effective working relationships with department heads, officials, employees, and the public. Ability to express ideas clearly and concisely, orally and in writing.

**ESSENTIAL JOB FUNCTION:** Supervises all personnel working on all shifts. Handles complaints from the public regarding communication officers under his/her supervision. Maintains a training program compiling of rules, regulations, and procedures covering telephone answering, complaint taking, call prioritizing, radio dispatching and report taking. Responsible for equipment check and ensuring of their safe operation. Performs related work as requested or assigned.

**ESSENTIAL PHYSICAL SKILLS:** Use of both hands and fingers with dexterity. Good hand/eye coordination. Very frequent use of good near vision, good hearing. Occasional walking and frequent standing. Ability to lift 30 lbs occasionally. Ability to handle a high volume of stress.

**ENVIRONMENTAL CONDITION REQUIREMENTS:** Constant work inside the office in a sedentary posture.

**WORK HAZARDS:** Possible vision dysfunction due to heavy computer work.

**SAFETY EQUIPMENT USED OR NEEDED:** None

**EDUCATION:** Graduation from high school, or possession of an acceptable equivalency diploma. Three (3) years experience as a Communications Officer III, or its equivalent.

**EXPERIENCE:** A comparable amount of training and experience may be substituted for the minimum requirements.

**LICENSE CERTIFICATION OR REGISTRATION:** Must have a valid Florida driver's license and maintain a good driving record.

Effective 10/2006

Union	Non-Union ✓	Exempt ✓	Non-Exempt
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